

OPEN TO: All Interested Candidates
POSITION: Trades Helper
GRADE: FSN-2 (Training grade) XAF 3,328,825 p.a.
FSN-3 (Full grade) XAF 3,988,514 p.a.
OPENING DATE: August 8, 2014
CLOSING DATE: Open Until Filled
WORK HOURS: Full-time; 40 hours/week
SALARY: FSN-2 XAF 3,328,825 p.a./FSN-3 3,988,514 p.a.
In addition to the basic salary, all allowances will be paid
in accordance with the Mission Local Compensation Plan.

NOTE:

- At the FSN-2 level, selectee is expected to be promoted to the target grade of FSN-3. A year must be spent at grade FSN-2, and the supervisor must recommend promotion.
- ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. APPLICANTS NOT CONTACTED WITHIN 30 DAYS SHOULD CONSIDER THEIR APPLICATION UNSUCCESSFUL. APPLICANTS INTERVIEWED WILL BE ADVISED OF THE RESULTS OF THE INTERVIEW.

The U.S. Embassy in **Malabo, Equatorial Guinea** is seeking to employ a suitable and qualified candidate for the position of **Trades Helper**.

BASIC FUNCTION OF POSITION

Employed as a Trades Helper to assist the Maintenance Supervisor and assigned technicians and mechanics in the performance of skilled trades maintenance and repair work throughout the New Embassy Compound (NEC) buildings, grounds and residential owned/leased properties. Tasks may include painting, carpentry, and minor grounds work.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

POSITION REQUIREMENTS

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item or the application will not be considered.

1. **Education:** Successful completion of secondary school at a minimum is required.
2. **Experience:** One (1) year of maintenance or construction semi-skilled work experience in skilled trades with significant focus on building systems is required for FSN-2. Two (2) years of experience are required for FSN-3.
3. **Language:** Level II in written and spoken English is required. Spanish Level III is required.

4. **Job knowledge:** The incumbent shall possess job knowledge, basic math and the ability to use measurement tools needed to layout, cut shape, thread, and join materials. General knowledge of tools, trades, and maintenance techniques required. Must become familiar with all properties, locations, and special circumstances as they relate to FMS (Facility Maintenance Staff) activities. Must have a basic knowledge of local building codes.
5. **Skills and Abilities:** The incumbent shall have the skills and abilities in the following areas:
 1. Must be able to use all tools of the trade including ladders.
 2. Must be able to keep work sites clean and neat.
 3. Use good safety practice and follow all safety requirements in execution of tasks and be able to use all appropriate personal protective equipment (PPE).
 4. Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments.
 5. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks. Be able to take direction and must be organized. Communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is important that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of "Needs Improvement" or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Residents hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit their applications according to the instructions below or the application will not be considered:

1. Fill out and submit the U.S. Federal Employment application form (**DS-174**), available at the Embassy Gate and Internet Web site. This form must be completed in English;
2. Attach other documentation (e. g. essays, certificates, awards, copies of degrees earned) that addresses the qualifications for the position as listed.
3. Indicate the position title and the vacancy announcement number on the top right corner of the envelope or application form.
4. If applying by email, indicate the position title and vacancy announcement number on the subject line and send the application to the following address: malaboapplicant@state.gov

- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO:

Human Resources Office
U.S. Embassy Malabo,
Address: Malabo II Highway,
Or email: malaboapplicant@state.gov
Malabo - Equatorial Guinea

POINT OF CONTACT:

Tel: (+240) 333095741, HR Section
(Ask telephone operator to transfer the call to the Human Resources Office)

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| THIS POSITION IS OPEN UNTIL FILLED |
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AN EQUAL OPPORTUNITY EMPLOYER

The US Mission in Malabo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

DEFINITIONS

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and residency permits for employment in country.
 2. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen Eligible Family Members (EFM) and EFMs of Foreign Service, Civil Service and uniformed service members who are eligible for employment under a US government pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
 3. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position needs to meet the following criteria:
 - Have US citizenship;
 - Be at least age 18;
 - Be listed as a spouse or dependent on the travel orders of a Foreign, Civil Service or uniformed service member permanently assigned to, or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; and either
- Be resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; OR
 - Reside at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.